

MADERA COUNTY

ASSISTANT AGRICULTURAL COMMISSIONER

DEFINITION

Under general direction, to assist with planning, directing, managing, and overseeing the County-wide programs of the County Agricultural Commissioner and County Sealer of Weights and Measures; to provide daily supervision for the Department's inspection staff; to be responsible for training and development programs; to direct the collection and summarization of information for the annual crop report; to prepare case files for code violations; to perform the most complex inspection assignments; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists with planning, directing, managing, and overseeing a program designed to enable the effective enforcement of laws and regulations pertaining to the Office of the County Agricultural Commissioner and the Sealer of Weights and Measures; provides consultation in the hiring and evaluation of employees; confers with Department staff on equipment use and changes in regulations effecting inspection procedures and programs; has responsibility for proper training and development of Department staff; reviews work assignments and verifies hours worked and activities completed; assists with budget development and expenditure control; directs the preparation of case files involving code violations; serves as a hearing officer during administrative hearings; represents the Department at meetings and conferences; interprets program policy in handling situations involving the public; directs the collection and summarization of information for the annual crop report and Department activity reports; performs the most complex inspection assignments; serves as Agricultural Commissioner - Sealer of Weights and Measures upon the request or absence of the Agricultural Commissioner - Sealer of Weights and Measures.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent Federal, State, and local laws, codes, and regulations.

Operational characteristics and functions of the Office of Agricultural Commissioner and Sealer of Weights and Measures.

Proper inspection methods and procedures.

Methods of identifying, treating, and controlling plant pests and diseases.

Knowledge of:

Construction, mechanics, and operation of scales, gasoline meters, and other weighing and measuring devices.
Proper packaging and identification of commodity contents.
Principles and practices of budget development, preparation, and expenditure control.
Principles and techniques of management and program administration.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Assist with planning, directing, managing, and overseeing the programs, functions, and operations of the Office of Agricultural Commissioner and Sealer of Weights and Measures.
Interpret departmental policy in the County Agricultural Commissioner's absence.
Provide daily supervision and work assignments for inspection staff.
Direct the gathering and maintenance of information concerning County crops and Department activities.
Prepare clear and concise reports.
Effectively represent the County's agriculture and weights and measures inspection and enforcement programs to the public, the media, community organizations, related industry groups, and other governmental agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible experience in agricultural and weights and measures inspection and enforcement work, including at least one year in a supervisory or lead position.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in agriculture, public administration, business administration, or a related field.

License or Certificate:

Possession of a valid license as a Deputy County Agricultural Commissioner issued by the California Department of Food and Agriculture.
Possession of valid licenses in all fields of agricultural inspection work.
Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, chemicals, and mechanical hazards; ability to travel to different sites and locations.

Effective Date: May, 1995